

Accelerated SAP		BUSINESS PROCESS PROCEDURE	
State of Utah	Organization/Area: Time Administration	Payroll Department Report - Time Edit	
File Name:	H:\TRAINDOC\FOLIO\Payroll\Usermanual\Reports - Time Edit.doc	Release:	R/3 4.6C
Responsibility:	Time Entry Operator	Status:	Issued: 11/08/02 Revised:

Overview

Trigger:

Agency staff can run this report to get a list of employees with questionable time and other pay entries that will be processed for employees when the payroll is run. Reviewing this report will help agency staff to identify data entry errors. Preliminary time evaluation processing must be complete before this report will be meaningful.

Business Process Procedure Overview
<p>State agencies enter and approve employees' time based on time sheets and other pay documents. State payroll then runs time evaluation before payroll is processed. The evaluation process considers everything that was entered and approved as well as system generated time to calculate overtime and all leave accruals. (If the employee is in Time Management Status 1, time entry required, the system only processes the time that has been entered and approved. If the employee is in time management status 9, auto pay, the system generates work-time automatically based on the daily work schedule of the employee.)</p> <p>Agency staff runs the Time Edit report to list questionable time and other pay that will be processed when payroll is run. This report should be reviewed by Friday of the time entry week to allow time to correct entries before time evaluation is finally processed for the period. (The normal schedule calls for time evaluation to be completed for the final time on Tuesday morning of payday week.)</p>

Procedural Steps

1.1. Access transaction by:

Via Menus	Time Entry Operator → Reports after Time Evaluation → Time Edit Report
Via Favorites Menu	Reports after Time Evaluation → Time Edit Report

Double click on Time Edit Report and the following screen will appear:

Last changed on:	Last changed by:	Version: 1.0	Page:
11/08/02	MAustin		1 of 5

Accelerated SAP		BUSINESS PROCESS PROCEDURE	
State of Utah	Organization/Area: Time Administration	Payroll Department Report - Time Edit	
File Name:	H:\TRAINDOC\FOLIO\Payroll\Usermanual\Reports - Time Edit.doc	Release:	R/3 4.6C
Responsibility:	Time Entry Operator	Status:	Issued: 11/08/02 Revised:

Input – Required Fields	Field Value
Other Period	Period and year is required only when selecting “Other period”. Enter the period number and year in according to “Period List” as distributed by Dept of Finance
Personnel number	Employee numbers are used to select specific employees – leave blank if Org. Key is used
Org. Key	Enter Agency, Low Org. and Distribution of employees to be reported.

- 1.2 Select the pay period for which you want a Time edit report. You can select the current period or other periods. To select an “other period”, click the “Other period” button and enter the period number (1 through 26) and the calendar year.**
- 1.3 Normally, you leave the “Personnel number” field blank and use the agency Org. Key for the selection criteria as described below. If you want to select specific employees, enter their personnel number(s) in the**

Last changed on:	Last changed by:	Version: 1.0	Page:
11/08/02	MAustin		2 of 5

Accelerated SAP		BUSINESS PROCESS PROCEDURE	
State of Utah	Organization/Area: Time Administration	Payroll Department Report - Time Edit	
File Name:	H:\TRAINDOC\FOLIO\Payroll\Usermanual\Reports - Time Edit.doc	Release:	R/3 4.6C
Responsibility:	Time Entry Operator	Status:	Issued: 11/08/02 Revised:

Personnel number field. When you click on the arrow, a box appears that allows you to enter multiple personnel numbers.

- 1.4 The “Organization key” field allows you to enter the Agency code followed by a blank, the Organization code and the Distribution code to specify your selection of an employee group. You can use the wild card symbol, *, in your selection criteria. For example, if you wanted to print time sheets for all employees in agency 100 and distribution code 1600, you should enter 100 ****1600. You can also select employees from multiple organization keys by clicking on the arrow to the right of the “Organization key” entry field. When you click on the arrow, a box appears that allows you to enter multiple individual organization keys or a range of organization keys. The example below shows entries for selecting employees in agency 100 org 0420 and distribution 0000.**

The screenshot shows the SAP 'Time Edit Report' window. In the 'Selection' section, the 'Organization key' field is populated with '100 04200000'. To the right of this field is a small button with a downward arrow, which is used to open a selection dialog. The 'Payroll period' section shows 'Current period' selected. The window title bar indicates 'Time Edit Report'.

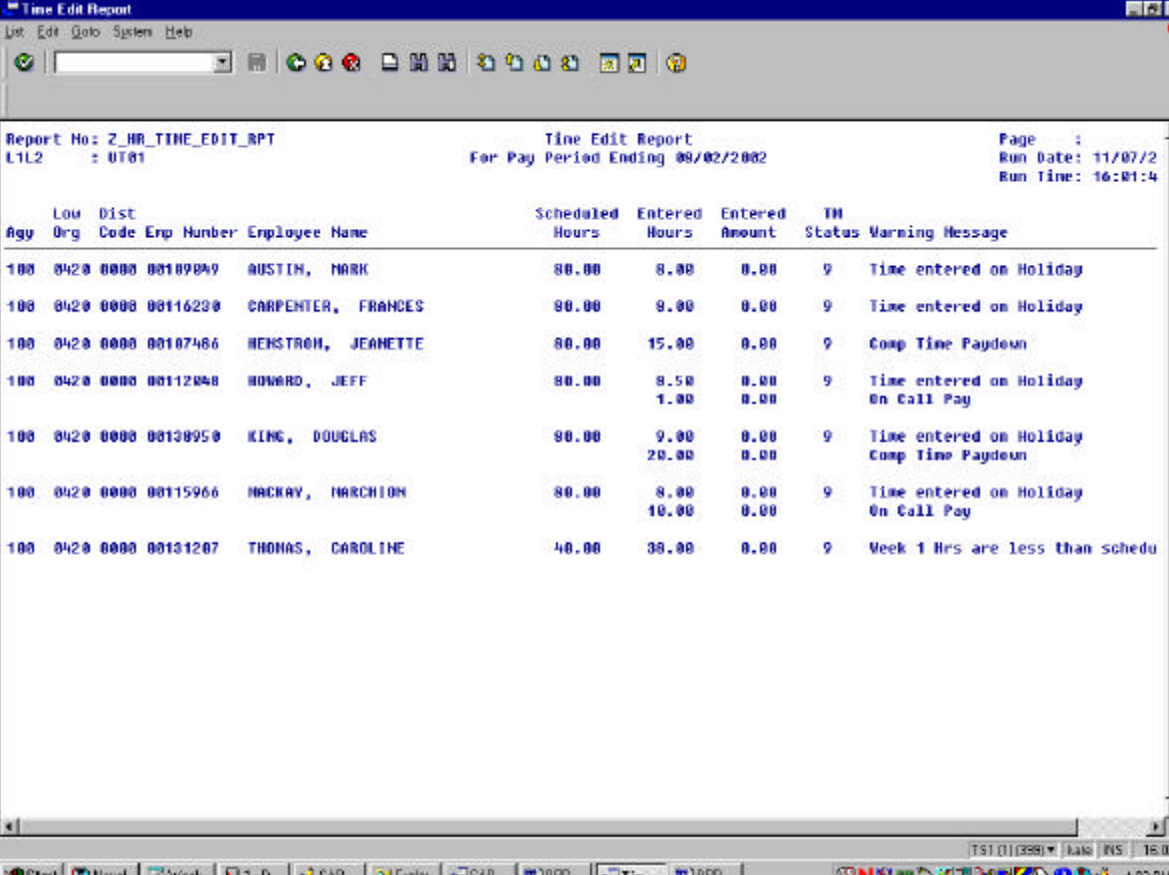
Last changed on:	Last changed by:	Version: 1.0	Page:
11/08/02	MAustin		3 of 5

Accelerated SAP		BUSINESS PROCESS PROCEDURE	
State of Utah	Organization/Area: Time Administration	Payroll Department Report - Time Edit	
File Name:	H:\TRAINDOC\FOLIO\Payroll\Usermanual\Reports - Time Edit.doc	Release:	R/3 4.6C
Responsibility:	Time Entry Operator	Status:	Issued: 11/08/02 Revised:

- 1.5 Click on the Execute button and view the Time Edit report. (See below)**
Review the report for accuracy. If you discover errors they can be corrected on the time entry screen. Any correcting entries must be approved before time evaluation is processed for the final time in order to be effective for the current payday.

Time Edit Report

File Edit Go to System Help



Loc	Dist	Org	Code	Emp Number	Employee Name	Scheduled Hours	Entered Hours	Entered Amount	TH Status	Warning Message
100	0420	0000	00107049	AUSTIN, MARK		80.00	8.00	0.00	9	Time entered on Holiday
100	0420	0000	00116230	CARPENTER, FRANCES		80.00	9.00	0.00	9	Time entered on Holiday
100	0420	0000	00107486	HENSTON, JEANETTE		80.00	15.00	0.00	9	Comp Time Paydown
100	0420	0000	00112048	HOWARD, JEFF		80.00	8.50 1.00	0.00 0.00	9	Time entered on Holiday On Call Pay
100	0420	0000	00138950	KING, DOUGLAS		80.00	9.00 20.00	0.00 0.00	9	Time entered on Holiday Comp Time Paydown
100	0420	0000	00115966	HACKAY, MARCHION		80.00	8.00 10.00	0.00 0.00	9	Time entered on Holiday On Call Pay
100	0420	0000	00131207	THOMAS, CAROLINE		40.00	38.00	0.00	9	Week 1 Hrs are less than schedu

Report No: Z_HR_TIME_EDIT_RPT
L1L2 : UT01

Time Edit Report
For Pay Period Ending 08/02/2002

Page :
Run Date: 11/07/2
Run Time: 16:01:4

TS1 [1] (399) | JMS | 16:02

Start Novel... Week 1-D... SAP...

The Warning Message column contains descriptions of questionable entries that indicate a time entry error may have occurred. For example, unless additional hours are entered in the first week of the pay period, Caroline Thomas, will only be paid for 38 hours for the first week of the pay period.

Last changed on:	Last changed by:	Version: 1.0	Page:
11/08/02	MAustin		4 of 5

Accelerated SAP State of Utah			BUSINESS PROCESS PROCEDURE	
	Organization/Area: Time Administration		Payroll Department Report - Time Edit	
	File Name:	H:\TRAINDOC\FOLIO\Payroll\Usermanual\Reports - Time Edit.doc	Release:	R/3 4.6C
Responsibility:	Time Entry Operator		Status:	Issued: 11/08/02 Revised:

- 1.6 To print the report, click on the print icon, or choose File → Print from the screen heading toolbar. Your printer will default, if you choose to print on another printer, change the printer by clicking on the drop down list, and choose an alternative printer.**
- 2.1 Advanced selection options. You may choose to save your selection before you execute the program. This is called “Saving a variant”. This step can be completed after step 1.4 before clicking the Execute button. Variant are tied to your User Id, therefore it is your own personal selection options. To save a variant, click the Save button after validating the screen in step 1.8. Enter a name for your Variant, and a short description. Hit the Save button again. Your variant had been saved. Next time you need to execute this report, you will click the variant button, choose your variant (you may have multiples of different agency/org etc) and execute the program without having to fill out the fields.**

Last changed on:	Last changed by:	Version: 1.0	Page:
11/08/02	MAustin		5 of 5